

Job Title	Site Monitor
PVN ID	LA-2402-006117
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Hourly Rate	\$20.00-\$20.00
Hour(s) a Week	35
Closing Date	Jul 31, 2024 (Or Until Filled)

General Description

These positions are responsible for the monitoring of approved worksites where Summer Youth Employment participants are completing 6 weeks of internships. The worksites are in four of the five boroughs of New York City. Eighteen to twenty positions will be available from June 17, 2024- August 16, 2024. The Worksite Monitors report directly to the Senior Program Coordinator.

Performance Responsibilities:

- Monitor participants' performance at worksites
- Provide regular feedback to program coordinator
- Maintain collect and organize participant time sheets on a weekly basis
- Ensure worksites are providing a safe and supportive environment to youth assigned to the site
- Monitor and report any issues or violations to proper personnel
- Conduct worksite assessments on a weekly basis
- Interact with worksite supervisors and participants
- Prepare worksite assessment reports weekly
- Act as a liaison between the worksite and the contractor
- Distribute and collect participant evaluations
- Prepare Participant Service Questionnaire (PSQ) Forms
- Perform additional duties as assigned by the coordinator

Other Duties

- Assist with processing participant's payroll
- Assist with mailing of debit cards
- Assist with production of participants' ID cards
- Assist with enrollment and job placement

- Assist with the program's educational workshops
- Assist with reflection sessions
- Perform additional duties as assigned by the coordinator

Qualifications

- Currently enrolled in college as a junior or senior, A.A, or A.S. degree preferred
- Extreme attention to detail and strong multi-tasker
- Ability to meet deadlines in a fast-paced environment
- Experience working with the target population
- Excellent problem-solving skills
- Effective conflict resolution skills
- Excellent oral and written communication skills
- Ability to navigate the New York City transportation systems
- Ability to work with a culturally diverse youth population-sometimes in a virtual setting
- Proficient in use of Excel, MS Word, and other computer applications